

# COMPENSATION BOARD DOCKET #03/03

## SEPTEMBER 24, 2002

### 304-03-03: SHERIFFS & REGIONAL JAILS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
APPOMATTOX COUNTY	SHERIFF	8/26/02 – OFFICER REQUESTS \$2172 IN ADDITIONAL FUNDS TO HIRE SEAN BURTON – CURRENTLY WITH DOC @ \$28900 – INTO POS. 19 AT \$25501 (POS 19 IS CURRENTLY VACANT AS A C7 @ \$23329). THEY DO NOT HAVE TURNOVER.	\$2172.00	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
PITTSYLVANIA COUNTY	SHERIFF	8/29/02 – OFFICER REQUESTS \$2801.26 IN OVERTIME FUNDING FOR WORK PERFORMED IN THE JENNIFER SHORT INVESTIGATION. OFFICER HAS NO TURNOVER AND \$5574.09 IN SPENDING REDUCTION VACANCY SAVINGS. THE BOARD MAY WISH TO UTILIZE THESE FUNDS IN LIEU OF ADDITIONAL FUNDING.	\$2801.26	As an exception to policy based upon the specific situation, the Compensation Board approved the use of accumulated turnover and vacancy savings not to exceed \$2,801.26 to offset locality incurred costs for overtime. Funds will be transferred (not in the base) to office expenses or part-time, as determined by the Sheriff and in consultation with the Executive Secretary.
RAPPAHANNOCK REG JAIL	SUPERINTENDENT	09/03/02 – OFFICER REQUESTS TRANSFER OF \$83,095 IN 4 VACANT COOK POSITIONS BE TRANSFERRED TO OFFICE EXPENSES FOR CONTRACT FOOD SERVICES.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan. Compensation Board approved transfer of \$62,325 to office expenses (not in the base) which represents vacancy savings from October 1, 2002 to June 30, 2003.

## 304-03-03: SHERIFFS & REGIONAL JAILS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
HENRY COUNTY	SHERIFF	9/4/02 – OFFICER REQUESTS \$51251.34 IN OVERTIME FUNDING FOR WORK PERFORMED IN THE JENNIFER SHORT INVESTIGATION. \$26251.34 WOULD BE FOR WORK PERFORMED THRU THE MONTH OF AUGUST AND \$25000.00 IS AN ESTIMATE OF WHAT IS EXPECTED IN THE NEXT COUPLE MONTHS. OFFICER HAS \$13048.00 IN TURNOVER AND \$4417.26 IN SPENDING REDUCTION VACANCY SAVINGS AS OF 8/28/02. THE BOARD MAY WISH TO UTILIZE THESE FUNDS IN LIEU OF ADDITIONAL FUNDING.	\$51251.34	As a one-time exception to policy based upon the specific situation, the Compensation Board approved the use of accumulated turnover and vacancy savings not to exceed \$17,465 and an additional \$12,535 to offset locality incurred costs for overtime. Funds will be transferred (not in the base), to office expenses or part-time, as determined by the Sheriff in consultation with the Executive Secretary.
CAMPBELL COUNTY	SHERIFF	9/17/02 – OFFICER REQUESTS TO FILL POSITION 13 (VACANT GRADE 7 @ \$23329) AND POSITION 69 (VACANT L7 @ \$23329) AT \$25501. OFFICER CITES THAT THESE POSITIONS ARE BEING FILLED BY EXISTING COUNTY EMPLOYEES ALREADY REGRADED BY COUNTY. OFFICER STATES THAT THEY WILL NOT GET INCREASE AT REGRADE.	\$4344	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.
PATRICK COUNTY	SHERIFF	9/12/02 – OFFICER REQUESTS \$862.47 IN OVERTIME FUNDING FOR WORK PERFORMED IN THE JENNIFER SHORT INVESTIGATION. OFFICER HAS NO TURNOVER AND \$2125.00 IN SPENDING REDUCTION VACANCY SAVINGS AS OF 9/18/02. THE BOARD MAY WISH TO UTILIZE THESE FUNDS IN LIEU OF ADDITIONAL FUNDING.	\$862.47	As an exception to policy based upon the specific situation, the Compensation Board approved the use of accumulated turnover and vacancy savings not to exceed \$862.47 to offset locality incurred costs for overtime. Funds will be transferred (not in the base) to office expenses or part-time, as determined by the Sheriff and in consultation with the Executive Secretary.

## 320-03-03: COMMONWEALTH'S ATTORNEYS

### OLD BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
PRINCE EDWARD COUNTY	COMMONWEALTHS ATTORNEY	<p><b>FY03 6-4-2002</b> Officer requests exception to Spending Reduction Policy.</p> <p>Due to State Police converting VCIN Network to a Virtual Private Network, Internet cost will rise from current \$19.95 to \$90 monthly. Officer requests additional Office Expense Funds @ \$840 for this expense.</p> <p>Also due to this conversion, Officer requests Equipment funds to purchase the following:</p> <p><b>AT THEIR JUNE 25, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM VIRGINIA STATE POLICE AND DEPARTMENT OF CRIMINAL JUSTICE SERVICES.</b></p> <p><b>AT THEIR JULY 23, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST UNTIL THE SEPTEMBER 24, 2002 MEETING.</b></p> <p><b>AT THEIR AUGUST 27, 2002 MEETING, THE COMPENSATION BOARD DEFERRED ACTION ON THIS REQUEST PENDING ADDITIONAL INFORMATION FROM VIRGINIA STATE POLICE.</b></p>	<p>\$840</p> <p>\$1,076 Stressed Cost</p>	Deferred pending Virginia State Police contact with Commonwealth's Attorney.
<b>Qty.</b>	<b>Description</b>	<b>Unit Cost</b>	<b>Stressed Cost</b>	
1	Nortel 600 Contivity Box	1,200	957	
1	Installation	150	120	
	<i>Total Cost</i>	1,350		
	<i>Total Stressed</i>		1,076	

## 320-03-03: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
DICKENSON COUNTY	COMMONWEALTHS ATTORNEY	9-4-2002 Officer requests an exception to the 60-day reimbursement policy. Officer states Substitute Prosecutor did not submit the paperwork in the appropriate amount of time.	\$226.70	Approved as an exception to policy. Further exceptions will not be granted for this Substitute Prosecutor.
BRUNSWICK COUNTY	COMMONWEALTHS ATTORNEY	9-6-2002 Officer requests to hire an Attorney currently working in the Greenville Com. Atty. Office in a non-Comp Board funded position. Current salary @ \$38,000. Officer requests to hire this employee as pos. #4 JATTI-G13 @ \$41,719 (step 5). Position is budgeted as JATTI-G13 @ \$39,022 (step 2). Cost to increase @ \$2,697.  Officer requests to transfer Temporary Funds @ \$2,697 to fund this increase.	-0-	The Compensation Board approved a budget transfer of \$2,697 from your base part-time budget consistent with its policy to set the state contribution toward the salary of a new employee not previously employed in a Compensation Board reimbursed position at not more than 9.3% greater than the most recent salary or the entry step of the grade based upon the employee's previous job experience which is directly and recently related to the vacant position.
		Officer requests to increase the salary of pos. #2 AAIL-G9 @ \$27,324 (step 2) to AAIL-G9 @ \$29,211 (step 5). Cost to increase @ \$1,887. Officer requests to transfer Temporary Funds @ \$1,887 to fund this increase. NOTE: Officer was notified that this request is not to policy. Officer is due 1 additional Attorney position and is in 34.52%.	-0-	Not approved per the Compensation Board's pay and classification policies.
MECKLENBURG COUNTY	COMMONWEALTHS ATTORNEY	9-18-2002 Officer requests to transfer Turnover Funds @ \$1,027 to BASE Temporary Funds. Officer is due 1 additional Attorney position and is in 31.43% of Need.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.

## 320-03-03: COMMONWEALTH'S ATTORNEYS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ALBEMARLE COUNTY	COMMONWEALTH'S ATTORNEY	9/18/02 Officer requests Compensation Board approval of an assistant Commonwealth's Attorney position at no cost to the Compensation Board, per § 15.2-1632, <u>Code of Virginia</u> .	N/A	Approved.

732-03-03: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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NONE.

## 734-03-03: COMMISSIONERS OF THE REVENUE

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
COUNTY OF FLUVANNA	COMMISSIONER OF THE REVENUE	<p>8/28 Officer requests funding of an additional full-time position in fiscal year 2003-2004. Fluvanna County is the second fastest growing locality in the state for the past three years yet the number of employees remains the same as 14 years ago.</p> <p>Based on current staffing standards office is in need 22.12% and FTE need of .75.</p>	\$9,130	Not approved per the Compensation Board's May 1, 2002, Budget Reduction Plan. The Compensation Board was not provided with additional positions by the General Assembly; consequently, the Compensation Board has no positions to allocate to any Commissioner of the Revenue regardless of need.

## 321-03-03: CIRCUIT COURT CLERKS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
ROCKINGHAM COUNTY	CIRCUIT CLERK	COURT 9-12-2002 Officer requests to transfer Turnover Funds f@ \$177 to BASE Temporary Funds. Officer is ranked 7, is due 6.06 FTE and is in 44.92% of Need.	-0-	Approved per the Compensation Board's May 1, 2002, Budget Reduction Plan.



## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	MEETING MINUTES	COMPENSATION BOARD	Staff presents minutes for approval as follows: Docket #03/02	N/A	Approved.
2.	MONTHLY JAIL AUDIT ACTIVITY STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Jail Audit Activity Status Report.	N/A	Noted.
3.	AUDIT STATUS REPORT	COMPENSATION BOARD	Staff presents the Audit Status Report.	N/A	Noted.
4.	TRAINING STATUS REPORT	COMPENSATION BOARD	Staff presents monthly Training Status Report.	N/A	Noted.
5.	FY01 JAIL COST REPORT	COMPENSATION BOARD	Staff presents final FY01 Jail Cost Report. (Document provided earlier)	N/A	Approved.
6.	NEW OFFICER TRAINING AGENDA AND ATTENDEES	COMPENSATION BOARD	Staff presents December 2002 NOT Agenda and officers to be invited.	N/A	Noted.
7.	THANKS AND CONGRATUATIONS LETTERS TO ASSOCIATION PRESIDENTS	COMPENSATION BOARD	Thanks and Congratulations letters to outgoing/incoming Association Presidents for Board Members' signatures.	N/A	Approved.
8.	FINES AND FEES DATA FIRST DRAFT	COMPENSATION BOARD	Staff presents Fines and Fees draft.	N/A	Noted.

## OTHER MATTERS

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
9.	RECOMMENDED BUDGET REDUCTION PLAN	COMPENSATION BOARD	Staff presents recommended budget reduction plan for 7/11/15% reductions.	N/A	Confirmation.
10.	TECHNOLOGY TRUST FUND COLLECTIONS § 17.1 – 279	CIRCUIT COURT CLERKS	<u>COLLECTIONS:</u> FY03 YTD collections total \$1,166,167.33. FY03 collections for a similar period of time totaled \$1,014,615.18. This represents a 15% increase in collections over last fiscal year.  <u>EXPENDITURES:</u> FY03 budget requests are being considered at the September Board meeting.	N/A	Noted.
	FY03 TTF BUDGET REQUESTS	CIRCUIT COURT CLERKS	Staff presents FY03 Technology Trust Fund budget requests for Board action: <ul style="list-style-type: none"> <li>Approval of \$7,838,208 in \$2 TTF money for 109 Clerks</li> <li>Approval of \$508,243 \$2 TTF money to be carried over by 12 Clerks</li> </ul> NOTE: In a letter dated September 6, Compensation Board staff has requested an exception to the Governor's decision to defer the re-appropriation of unspent balances for non-general funds.	\$7,818,087 (NGF)	In order to approve TTF budget requests, the Compensation Board must have the actual funds collected by Clerks last year (FY02) brought forward and appropriated. Due to the serious revenue shortfall in the Commonwealth, all approvals for the carry forward of cash balances were suspended on August 19 until agency budget reduction plans have been submitted and approved. The Compensation Board's request for an exception to this policy has not been approved as of this date. Consequently, the Compensation Board has deferred action on all TTF budget requests pending approval of funding availability. The Compensation Board will continue to monitor the status of this exception and hopes to be able to act upon these requests at its next meeting on October 29.

## OTHER MATTERS

### NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
10. (continued) HB675 REQUEST	FAIRFAX COUNTY	Officer has submitted an annotated and amended TTF automation plan to meet the requirements of HB675, allowing him to request more than the pro rata share of his available TTF funding to automate law and chancery.	N/A	In order to approve TTF budget requests, the Compensation Board must have the actual funds collected by Clerks last year (FY02) brought forward and appropriated. Due to the serious revenue shortfall in the Commonwealth, all approvals for the carry forward of cash balances were suspended on August 19 until agency budget reduction plans have been submitted and approved. The Compensation Board's request for an exception to this policy has not been approved as of this date. Consequently, the Compensation Board has deferred action on all TTF budget requests pending approval of funding availability. The Compensation Board will continue to monitor the status of this exception and hopes to be able to act upon these requests at its next meeting on October 29.

## FOR YOUR INFORMATION

### NEW BUSINESS:

	<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
1.	HENRY COUNTY	COMMISSIONER OF THE REVENUE	August 27, 2002 letter to Bruce W. Haynes from Lucy W. Clark stating the following: "I am writing in response to your letter concerning my satisfaction with your customer service. I am very satisfied with the service, products and the staff that you offer. Thank you for being so consistent year after year in always providing excellent service. Keep up the good work!"	N/A	Noted.

**CLOSED MEETING  
COMPENSATION BOARD DOCKET #03/03  
SEPTEMBER 24, 2002**

**NO CLOSED MEETING.**

1) **MOTION FOR “CLOSED MEETING” by Chairman Frank Drew. (\_\_\_\_\_ seconded the motion).**

- ☐ Under the provisions of Section 2.1-344.A.1, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to discuss personnel issues—discussion of interview applicants, assignment, appointment, promotion, performance, salaries, discipline or resignation of specific ricers, appointees or employees.
- ☐ Under the provisions of Section 2.1-344.A.7, Code of Virginia, I move that the Compensation Board hold a **Closed Meeting** to obtain consultation with legal counsel as to actual or “probable litigation” concerning the .

2) **Chairman Frank Drew: I move to return to open session. (\_\_\_\_\_ seconded the motion).**

When the closed meeting is complete, the public body must ***immediately*** reconvene in open session and take a recorded vote of its members in roll call fashion. The members must certify that they discussed: **only public business exempt from the Act,**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

**AND**

**only public business matters identified in the motion to convene the closed meeting.**

Frank Drew, Chairman	Yes_____	No_____
Walter J. Kucharski, Member	Yes_____	No_____
Kenneth W. Thorson, Member	Yes_____	No_____

**Any member who cannot certify must state the specific details of the unauthorized discussion on the record. That record can be used as evidence in a lawsuit brought against the public body for violating the Act.**

**H A N D C A R R Y  
COMPENSATION BOARD DOCKET #03/03  
SEPTEMBER 24, 2002**

**304-03-03: SHERIFFS & REGIONAL JAILS**

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
EMPORIA CITY	SHERIFF	09/09/02 – OFFICER REQUESTS TRANSFER OF \$18,250.00 FROM VACANT SECI POSITION #00003 TO TEMPORARY ALLOWANCE.	-0-	Compensation Board approved the transfer of \$13,687 from position #00003 to part-time; not in the base.

320-03-03: COMMONWEALTH'S ATTORNEYS

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**NONE.**

732-03-03: TREASURERS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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NONE.



734-03-03: COMMISSIONERS OF THE REVENUE

NEW BUSINESS:

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NONE.				

321-03-03: CIRCUIT COURT CLERKS

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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NONE.

## OTHER MATTERS

### NEW BUSINESS:

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1.	DRAFT FY03/04 BUDGET AMENDMENT SUBMISSION	COMPENSATION BOARD	Staff presents summary of draft FY03/04 budget amendment submission.	N/A	Approved with the following revisions. Budget amendment submission not to include funding for staffing standards, Commonwealth's Attorneys' CDP, or Project Exile.
2.	LIABILITY INSURANCE FOR REGIONAL JAILS	STATE TREASURER/ DIVISION OF RISK MANAGEMENT	<p>At the August 27, 2002 meeting, the Compensation Board asked Jody Wagner and DRM representatives for the insurance premium related solely to regional jails. The response for the current level of coverage is estimated by their actuary to be \$212,088 exclusive of administrative costs.</p> <p>The actuary was not asked and did not provide a breakdown of that cost by facility.</p> <p>The Board may wish to ask that DRM provide a facility-by-facility breakdown of the premium if thought is being given to allocating that expense to the regional jail boards or authorities.</p>	N/A	The Board approved asking to DRM to provide a facility-by-facility breakdown of the premium if thought is being given to allocating that expense to the regional jail boards or authorities.

FOR YOUR INFORMATION

NEW BUSINESS:

<u>LOCALITY</u>	<u>OFFICER</u>	<u>REQUEST</u>	<u>TOTAL COST</u>	<u>COMPENSATION BOARD ACTION</u>
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NONE.

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